SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

PRELIMINARY DRAFT
RULE 2202 - ON-ROAD MOTOR VEHICLE MITIGATION OPTIONS

IMPLEMENTATION GUIDELINES

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I. BACKGROUND

A. Summary

Rule 2202 has been designed to reduce emissions from mobile sources. The Rule provides employers with a menu of options that they can choose from to implement and meet the emission reduction target (ERT) for their worksite.

The purpose of this document is to provide guidelines for compliance with the provisions of Rule 2202. The various emissions reduction strategies and trip reduction strategies currently contained in the Rule that employers can implement and receive credit towards their ERTs are listed in the Table below.

Emission Reduction Strategies (Subdivision (f))	Trip Reduction Strategies (Subdivision (g))
~~• Old Vehicle Scrapping (Rule 1610)~~	• Peak Commute Trip Reductions
• Clean On-Road ~~Vehicles (Rule 1612)~~ Mobile Sources (Regulation XVI)	• Other Work-Related Trip Reductions
• Clean Off-Road Mobile ~~Equipment~~ Sources (Regulation XVI)	• Vehicle Miles Traveled (VMT) Programs
• Pilot Credit Generation ~~Other Mobile Source Offset~~ Programs ~~(Programs Regulation XVI)~~	• Off-Peak Commute Trip Reductions
• Air Quality Investment Program	
• Short Term Emission Reduction Credits From Stationary Sources (Regulation XIII)	
• Area Source Credits (Regulation XXV)	

Table I-1: Emission Reduction Options.

As an alternative to meeting the ERT at their worksite the Rule allows the employers optional implementation of an Employee Commute Reduction Program (ECRP). Implementation details of this strictly optional program are included in the ECRP Guidelines. The Implementation Guidelines outlines the framework, calculation methodology, and criteria used in determining emission reductions credits and vehicle trip emission credits (VTECs) that can be applied towards meeting emission reduction targets (ERT).

B. Emission Reduction Target (ERT)
(R2202, subdivision (e))

Employers subject to Rule 2202 are required to implement an emission reduction program and meet an annual ERT for Volatile Organic Compounds (VOC), Oxides of Nitrogen (NOx) and Carbon Monoxide (CO). Figure I-1 outlines the equation used to determine the ERT for each pollutant. ~~A complete discussion on emissions reduction is contained in Appendix A.~~

$$\left[\begin{array}{c}\text{Emission}\\ \text{Reduction Target}\\ \text{(lbs/year)}\end{array}\right] = \left[\text{Employees} \times \begin{array}{c}\text{Employee Emission}\\ \text{Reduction Factor}\end{array}\right] - \left[\text{VTEC}\right]$$

Figure I-1. Emissions Reduction Target Determination.

~~For further explanation of the above formula refer to Appendix A.~~

C. Pollutants Considered

Vehicle trips are responsible for the emissions of VOC, NOx, and CO. Most trip reduction programs reduce emissions by similar relative amounts. Emission reduction strategies, however, aimed primarily at reducing emissions rather than trips, may reduce emissions by different relative amounts. Rule 2202 is designed to reduce emissions of VOC, NOx, and CO, by an equal or greater amount to that achievable through trip reduction. Rule 2202 allows employers to select and implement a combination of emission reduction strategies and meet the site-specific ERTs for VOC, NOx, and CO.

II. EMISSION REDUCTION STRATEGIES

The emission reduction strategies considered in this document may include, old-vehicle scrapping, clean on-road vehicles, clean off-road vehicles, other mobile ~~source offset~~ pilot credit generation programs under Regulation XVI, STERC from stationary sources, area source credits, and air quality investment. In addition, companies can meet the emission reduction requirements, in whole or in part, by obtaining sufficient VTECs.

Rule 2202 offers employers the opportunity to obtain VTECs from the implementation of optional trip reduction strategies. These VTECs, obtained through peak-commute trip reductions, other work-related trip reduction, or vehicle miles traveled (VMT) offsets, can be applied towards meeting an employer's ERT. Credit for any program must go beyond the requirements of existing state and federal programs to avoid "double counting" the emission reductions. All emission credits are valid according to the conditions, guidelines, or regulations under which they were originally issued.

A. Mobile Source Emission Reduction Programs
(R2202, paragraph (f)(1))

Any person may elect to use mobile source emission reduction credits (MSERC) generated in accordance with the provisions of Regulation XVI - Mobile Source Offset Programs. Regulation XVI sets forth the requirements that are based on voluntary programs that achieve emission reductions beyond those required by local, state and federal regulations or programs. ~~Employers~~ Any person may generate MSERCs through the voluntary implementation of any Regulation XVI program and apply them toward meeting the ERT for their site or trade and/or sell them to other ~~employers~~ persons. Alternatively, employers that have a shortfall in meeting their ERTs can purchase surplus MSERCs from other employers or a credit vendor.

~~Regulation XVI includes pilot credit generation program rules that authorize the generation of only one pollutant. The projects that are subject to the pilot credit generation rules may generate additional emission reductions that are not authorized in that rule. The additional emission reductions may be applied toward a worksites emission reduction target through an application in accordance with paragraph (f)(5) of the Rule. The application process is discussed in more detail below in section E. Other Emission Reduction Strategies.~~

~~Rule 2202 offers employers the opportunity to obtain VTECs from the implementation of optional trip reduction strategies. These VTECs, obtained through peak-commute trip reductions, other work-related trip reduction, VMT offsets or employee commute reduction programs, can be applied towards meeting an employer's ERT. Credit for any program must go beyond the requirements of existing state and federal programs to avoid "double counting" the emission reductions.~~

~~*B.* ERC From Stationary Sources~~

~~Any person may elect to use ERC generated by stationary sources after January 1, 1996, in accordance with the provisions of Regulation XIII - New Source Review. Regulation XIII sets forth the requirements that proposed new or modified stationary sources must meet before construction can take place. These requirements are in addition to those specified by other rules and include use of Best Available Control Technology (BACT), and use of ERC to offset any emission increases. Employers may reduce emissions through the installation of air pollution control technologies, process modifications, or equipment shutdowns and generate ERCs and apply them towards meeting the ERT for their site or trade them to other employers or stationary sources.~~

B. Short Term Emission Reduction Credits (STERC)

(R2202, paragraph (f)(2))

Employers may elect to use STERCs generated in accordance with Regulations XIII. In order for STERCs to be used to meet employers emission reductions target or as part of an air quality investment program the following apply for purposes of use in Rule 2202:

1. Only VOC and NOx Short Term ERCs (STERCs) issued in accordance with Rule 1309 - Emission Reduction Credits shall be allowed for use in Rule 2202.
2. STERCs are subject to the application, eligibility, registration, use, and transfer requirements in Rule 1309.
3. STERCs may be transferred in or out of Rule 2202 upon submittal of a transaction application and fees. STERCs transferred in to Rule 2202 shall be removed from the Regulation XIII Register of Titles before the STERC may be used in Rule 2202.
4. STERCs issued pursuant to Rule 1309 may be used only if the original ERC was generated on or after January 1, 1996. The credit generation date is defined as the original date the SCAQMD issued the official Certificate of Title, not the date when the emission reductions occurred or when the ERC or Certificate was split or transferred.
5. For the purposes of Rule 2202 STERCs will be converted into annual emissions (lbs/year). The average number of operating days used in the original ERC evaluations shall be the basis for converting the STERC to annual emissions. If the original information is not available, a default of 260 days per year shall be used.
6. A transaction/registration application and filing fee per transaction shall be required to process the STERC transaction.
7. STERCs shall be immediately discounted by 10% upon transfer into Rule 2202. Once the STERCs have been transferred into Rule 2202 the 10% discount is permanent for the lifetime of the credit.
8. STERCs and ASCs may be divided among several worksites.
9. ERCs that transferred prior to approval of this guideline will be allowed continued use under the conditions which they were originally accepted.

C. Area Source Credits (ASC) from Regulation XXV - Intercredit Trading (R2202, paragraph (f)(3))

Regulation XXV - Intercredit Trading provides an opportunity for employers to generate or obtain emission reductions from alternative sources and apply them towards meeting the ERT for their site or trade them to other employers or persons in accordance with paragraph (f)(3) of the Rule. Regulation XXV emission credits that are used in Rule 2202 are subject to the same limitations as set forth in that regulation.

Included in the Intercredit Trading Program are area source credits. Area source credit generation is a voluntary program and provides a mechanism to convert emission reductions from non-permitted stationary sources into tangible emission credits. Area sources included a wide variety of sources, such as small combustion equipment including engines, heaters, and boilers.

Regulation XXV includes pilot credit generation program rules that authorize the generation of only one pollutant. Any person may use the emission credits that are from these rules

~~C.~~D. Air Quality Investment Program (AQIP) (R2202, paragraph (f)(4))

The concept of an AQIP is based on relative cost-effectiveness. Employers may participate in the AQIP by submitting an air quality investment, to be placed in a restricted fund as set forth in Rule 311 - Air Quality Investment Program Fees.

The SCAQMD Executive Officer will recommend to the SCAQMD Governing Board, for approval, on a ~~quarterly~~ semi-annual basis, the release of monies from the restricted fund for emissions reductions programs that achieve emission reductions equivalent to the level of employers' participation.

Proposals for using monies from the restricted fund will be accepted by the SCAQMD Executive Officer on an ongoing basis. The SCAQMD Executive Officer will determine the amount of ~~mobile source~~ emission reductions required to demonstrate equivalent emissions reductions and the amount that will be achieved by the proposal. The Executive Officer will then recommend ~~the most cost-effective~~ proposals that achieve equivalent mobile source emissions reductions. The Executive Officer may use inter-pollutant crediting to achieve emissions equivalent to the level of employers' participation. In addition, the Executive Officer will recommend that the allocation of funding for proposals that reduce equivalent emissions within each county be proportional to the contribution level of employers within each county to the greatest extent feasible. On a ~~quarterly basis~~ semi-annual, the Executive Officer will provide to the SCAQMD Governing Board a status report on program effectiveness and the balance of monies in the fund.

E. Other Emission Reduction Strategies
(R2202, paragraph (f)(5))

Any person may submit an application to generate VOC, NOx, and CO emission reductions from alternative emission reduction projects for use in Rule 2202. All emission reductions, including NOx, generated under the provisions of paragraph (f)(5) shall only be used for compliance with Rule 2202. This provision does not apply to existing projects approved under other SCAQMD programs.

The application shall be consistent with SCAQMD rules and regulations, approved methodologies, Governing Board policies and guidelines, and the guidelines and methodologies established by California Air Resources Board (CARB) and U.S. Environmental Protection Agency (EPA). The application shall also demonstrate to the Executive Officer that the project will achieve real, quantifiable, enforceable, and surplus emission reductions for a discrete period of time. Applications shall be submitted at least 30 days prior to implementing an emission reduction project. Applications submitted to the SCAQMD under non-Rule 2202 programs 30 days prior to an emission reduction project implementation shall satisfy this requirement.

The application shall be submitted on a form specified by the SCAQMD, and at a minimum include the following:

1. Project description;
2. Name and address of the applicant;
3. Name and address of the owner and/or operator of the equipment;
4. Identification of the geographical area(s) served by the project;
5. Equipment description (including manufacturer specifications, certification data, etc.);
6. Project start date;
7. Project life;
8. Activity level (such as, hours of operation, fuel usage, odometer mileage);
9. Estimated emission reductions;
10. Emission reduction calculations, description of methodology used and references; and
11. Monitoring, recordkeeping and reporting methods, including methods for tracking the emission reductions.

The alternative emission reduction project shall be subject to the following conditions:

1. Emission reductions obtained through this project shall be available only for meeting Rule 2202 emission reduction targets, and shall be subject to all provisions of Rule 2202.
2. The SCAQMD shall approve all emission reductions prior to use.

3. The emission reductions shall be valid for two years from the date of SCAQMD approval.
4. The emission reduction quantification shall be based on applicable SCAQMD rules and regulations, approved methodologies, Governing Board policies and guidelines, and the guidelines and methodologies established by CARB and EPA. The emission reduction quantification protocol shall be selected with the concurrence of SCAQMD staff.
5. If there is no applicable protocol, then an emission reduction quantification protocol shall be developed with the concurrence of SCAQMD staff. The proposed emission quantification protocol shall be presented to the Governing Board Mobile Source Committee for review.
6. Emission reductions generated under this provision shall not be the result of funding from any other SCAQMD, state or federal program that prohibits the use of such reductions for other purposes (e.g., AB2766 subvention funding, Carl Moyer, etc.).
7. Emission reductions achieved by the project shall be based on the actual operation of the equipment as provided in the emission reduction quantification protocol.
8. Emission reductions shall be issued quarterly or semi-annually, based on the actual activity level for the previous quarter or six-months.
9. The application shall be deemed a plan, and plan fees shall be assessed in accordance with Rule 309 – Fees for Regulation XVI.

F. General Emission Credit Provisions
(R2202, subdivisions (f) and (g))

Any person may apply MSERCs, RTCs, or ASCs generated pursuant to any SCAQMD mobile source or area source pilot credit generation program in accordance with the provisions and penalties under which the credits were issued unless otherwise noted below.

1. Reclaim Trading Credits (RTC) originated from MSERCs or ASCs prior to (adoption date of amendments) may be used in Rule 2202 in accordance with following conditions:
    (A) Must be held by the original applicant or originator,
    (B) Are distinguishable from other RTCs in the certificate account,
    (C) Have not been sold or transferred, and
    (D) Have not yet expired.
2. The emission reductions or credits shall be reconciled based on the actual activity level prior to use in the Rule 2202 program.
3. Emission reductions or credits generated pursuant to a pilot credit generation program may be reconciled as frequently as every quarter or six-months for use in

the Rule 2202 program and the approved application can be revised annually during the reduction period, if applicable.

4. The actual activity level shall be submitted within 30 days after the end of each reconciliation period.

On January 1, 2004, RTCs shall be subject to the following provisions:

1. Upon adoption of Rule 2202 applicants under the pilot generation credit program rules must specify in their application the RTC cycle that may be utilized; the amount of RTCs generated; and, if the emission reductions are to be held in an undesignated account as an MSERC until they are sold or transferred.
2. The applicant may convert these MSERCs to RTCs at any time during the one year life of the credit.
3. Once the MSERC has been converted to RTCs they are no longer available for use in Rule 2202. Alternatively the credits may be used for Rule 2202 emission reduction target (ERT) compliance, in which case they will no longer be available for conversion to RTCs.

Employers using emission reductions obtained from other emission credit programs may result in having different relative emission reductions of VOC, NOx and CO compared to work related employee commute trips. Employers that implement an emission reduction program and end up with surplus emission reductions with respect to some of the pollutants can bank these credits and use them towards their future ERT, or trade or sell them to other employers. Alternatively, employers that have a shortfall in meeting their ERTs may obtain surplus emission reduction credits from other employers.

G. Inter-Pollutant Crediting

(R2202, paragraph (h)(5))

Any employer may apply VOC or NOx emission reduction credits in lieu of all or part of a worksite's CO emission reduction target. Inter-pollutant crediting is to be used only by employers to facilitate meeting the worksite's CO emission reduction target. Inter-pollutant crediting shall only be used for compliance with an approved employer's Rule 2202 registration. Inter-pollutant crediting shall not be used to increase or build a CO emission bank. The inter-pollutant crediting ratios are:

1 pound VOC = 10 pounds CO
1 pound NOx = 6 pounds CO

For example: An employer calculated their worksite CO emission reduction target to be 100 pounds. Instead of generating or purchasing CO emission credits, the employer may implement inter-pollutant crediting by dividing the CO target by VOC ratio value of 10. Thus, 10 pounds of VOC could be used in lieu of the worksite's 100 pound CO emission reduction target. Alternatively, an employer may chose to apply NOx credits. Dividing 100 lbs of CO by 6 will result in 17 pounds of NOx that may be used in lieu of the

worksite's CO emission target. Note that calculation results are to be rounded to the nearest whole pound. Employers are not limited to using only VOC or NOx and may use any combination of the two pollutants to meet the calculated emission reduction target.

~~1.~~H. Emission Reductions Requirements

Any proposed ~~program seeking AQIP funding~~ emission reduction strategy should contain an emissions or trip quantification methodology which follows ~~the general format outlined in Appendix A~~ SCAQMD or EPA polices and methods. Any proposed program may be submitted in combination with other programs, including, but not limited to, old vehicle scrapping or work-related trip reduction programs. SCAQMD will evaluate programs to assure that they produce emissions or trip reductions that are real, surplus, quantifiable, and enforceable.

~~a)~~1. Real Reductions

"Real" reductions are those that result in actual emission reductions and do not occur as a result of accounting practices, or "paper reductions." The key test in determining whether a strategy will result in real reductions is in establishing a proper emissions or trip baseline level. If, for example, facility XYZ has reduced emissions in excess of those required by the ERT, no "real" reductions will result from the establishment of ERT as a performance standard. Therefore, all quantification methodologies will be required to establish a standardized baseline condition, or use a default condition established by the Executive Officer, from which to calculate real emissions or trip reductions.

~~b)~~2. Surplus Reductions

"Surplus" reductions occur when an action is taken beyond existing ~~and planned~~ regional, state, and federal requirements. Obtaining surplus emission reductions means the benefit of a control strategy is not "double counted." In many cases, the proposed strategy requirements overlap completely with another rule, regulation, statute, or legislation. However, by revising the strategy to become more stringent, the action would become partially creditable, or surplus. To meet this surplus criterion, all quantification methodologies will be required to include a mechanism for subtracting any regulatory overlaps with the standardized baselines established to meet the "real" criterion described earlier.

~~c)~~3. Quantifiable Reductions

Although transportation control measure (TCM) strategies involve some degree of variance and uncertainty, creditable actions can be quantified through use of assumptions that are based either on case studies or on transportation supply and demand theories. Each assumption that is used to assign effectiveness or efficiency should be matched with either a case study, or on some measurable parameter. Basic "intuition," especially for indirect actions such as general education, "goodwill," or other "good faith

efforts," is not sufficient. Quantifiability is the main criterion used to determine the extent of any credit discounting. Those actions which are more easily quantified, with strong assumptions, would have limited discounting applied, while the more "intuitive" actions would need to be discounted to a much greater extent.

~~d)~~4. Enforceable

In addition, each proposed program should include a recordkeeping mechanism for compliance verification, as outlined in Chapter 4. The enforceability component requires that all records, sufficient to demonstrate compliance, be maintained by participating companies and be made available to the SCAQMD upon request.

III. TRIP REDUCTION STRATEGIES

(R2202, subdivision (g))

Rule 2202 offers employers the opportunity to obtain VTECs from the implementation of the following optional trip reduction strategies. These VTECs, obtained through peak-commute trip reductions, other work-related trip reduction, VMT offsets or ~~employee~~ off-peak commute trip reduction~~s programs~~, can be applied towards meeting an employer's ERT.

A. Peak Commute Trip Reductions

Rule 2202 provides the option to obtain credit for reducing employee commute trips. Specifically, employers can reduce trips to work that occur during the morning peak congestion period (or "Peak Window") by creating incentives for ridesharing and other alternative transportation modes. VTECs shall be calculated using the formula in Figure III-1.

$$\text{VTEC} = \left[\begin{array}{c}\text{Creditable Commute Vehicle} \\ \text{Reductions (CCVR)}\end{array}\right] \times \left[\begin{array}{c}\text{Emission Factor (EF)} \\ \text{lbs/year}\end{array}\right]$$

where

CCVR = The daily average of total commute vehicle reductions that are real, enforceable, surplus, and quantifiable.

EF = Emission Factor (Table V-4)

Figure III-1. Vehicle Trip Emission Credit Generation for Work-Related Trip Reduction Programs.

B. Other Work-Related Trip Reductions

Employers may receive additional VTECs from employee commute reductions that occur outside of the peak window or from non-commute vehicle usage. VTECs from Other Work-Related Trip Reductions can be calculated using the formula in Figure III-2. The conversion factor is used to convert vehicle trip reductions to commute vehicles reductions and accounts for the return trip home, and includes an additional adjustment to account for other vehicle usage reduction during and outside the peak window. ~~Appendix A contains a complete discussion on the generation of VTECs.~~

$$VTEC = \left[\frac{\text{Creditable Trip Reductions (CTR)}}{CF}\right] \times \left[\begin{array}{c}\text{Emission Factor (EF)}\\ \text{lbs/year}\end{array}\right]$$

where

CTR = The daily average of total one-way trip reductions that are real, enforceable, surplus, and quantifiable. A round trip is considered to be two one-way trips.

CF = 2.0 for A.M. Peak Window
2.3 for Other Trips

EF = Emission Factor (Table V-4)

Figure III-2. Vehicle Trip Emissions Credit Generation for Peak-Commute and Other Work Related Trip Reduction Programs.

C. Vehicle Miles Traveled (VMT) Programs

Employers may elect to implement VMT reduction programs and receive VTECs toward their ERT. Reduction of annual employee commute VMT that may result from employment center relocation, video-conference centers, telecommuting centers or other alternative programs approved by the Executive Officer or designee. The Executive Officer shall not approve any VTEC program for VMT reduction unless it includes baseline VMT estimates and demonstrates that VMT reductions result in real, enforceable, quantifiable, and surplus emission reductions. ~~See Appendix B formulas required for these calculations.~~

D. Parking Cash-Out Program

Employers may elect to implement a Parking Cash-Out Program to reduce employee commutes and receive VTEC toward meeting their ERT. Parking Cash-Out is a program where an employer offers to provide a cash allowance to an employee equivalent to the parking subsidy that the employer would otherwise pay to provide the employee with a parking space. VTEC calculation formula for this program is same as the one used for Other Work-Related Trip Reductions.

E. Employee Commute Reduction Programs

Details of this exemption are provided elsewhere in a companion guidance document titled “Employee Commute Reduction Program Guidelines.”

IV. PROGRAM ADMINISTRATION

A. Registration

~~Companies~~ Employers participating in the Rule 2202 On-Road Motor Vehicle Mitigation Options emissions reduction program are required to notify the SCAQMD which option or options are selected through registration. ~~Company~~ Employer registration serves the purpose of both notifying the SCAQMD of the intent to implement options provided in the program, and also serves to identify the goals of the chosen options, including any demonstrations required. ~~Registration shall be renewed annually.~~ An employer subject to this rule shall annually register with the SCAQMD within 90 days of receipt of notification or by the employer's annual renewal date.

An employer's registration and the conditions under which it was approved shall remain in effect until the next permanent due date. At the next annual due date any new rule amendments or guideline updates shall be applicable. Employers will not be held liable for any shortfalls in emission reductions incurred due to changes in emission factors during those years in which the factors are updated.

B. Registration Form

~~Companies~~ Employers must identify which options will be used to attain their ERT. The ~~notification~~ registration form must include information which identifies the company and the worksites affected by the emissions reduction program, including the number of employees reporting to the worksite during the morning peak congestion period and the total employee count at the worksite.

C. VTEC Calculations

Employers claiming VTECs from the implementation of the optional Vehicle Trip Reduction strategy shall include as a part of their registration all VTEC calculations. All supporting documents shall be maintained on site for three years. Emission factors (i.e., pounds of pollutant per vehicle-year) to be used in the calculations are provided in this document.

D. Air Quality Investment Program

SCAQMD's Executive Officer will determine the amount of ~~mobile source~~ emission~~s~~ reductions for air quality investment programs when proposals are submitted for approval. Individual ~~companies~~ employers seeking this safe harbor alternative are not responsible for demonstrating emissions reduction equivalency; they are only responsible for keeping records of employment, and of "in-lieu fee" submittal.

E. Recordkeeping

The enforceability component of the On-Road Motor Vehicle Mitigation Options program requires that all records, sufficient to demonstrate compliance, be maintained by participating companies for a period of no less than three years and made available to the SCAQMD upon request in order to determine compliance. Specifically, participating companies should maintain, at a minimum, a copy of the following records at all worksites:

- Registration form,
- VTEC data and calculations, and
- List of program strategies or elements used for implementation.

F. Compliance

Compliance with an alternative emission reduction program will be determined through an employer review process conducted by the SCAQMD. Compliance requirements for the "Employee Commute Reduction Program" exemption are included in the ECRP Guidelines.

Examples of violations of Rule 2202 would include: failure to maintain records; fabrication of records; or failure to obtain the amount of VTECs or emissions reductions identified as part of the company's registration submittal. In addition, failure to submit air quality investment "in-lieu" fees would be constituted as a violation of Rule 2202 for employers selecting this option.

G. Special Procedures

1. Extensions

Any employer may request an extension to the registration due date under the following circumstances:

- If an employer needs more time to submit a registration to meet the requirements of Rule 2202, additional time may be requested from the SCAQMD. The request must be in writing, state the reason for the extension request, the length of time needed, and include the appropriate filing fee.
- All extension requests and fees must be received by the SCAQMD, no later than 15 calendar days prior to the program due date;
- Requests are considered on a case-by-case basis and are granted for reasons that are beyond the control of the employer;
- An employer may request an extension to the registration due date after the registration has been disapproved for the first time. The request must be received within 15 days of the receipt of the registration disapproval. The SCAQMD will inform the employer in writing within 15 calendar days of receipt of request, whether the extension has been granted;

- An employer may, upon receipt of a written objection to the terms of the proposed registration by an employee, employee representative or employee organization, request a single extension of 30 days. A copy of the written objection should be attached to the request. One such request shall be granted by the SCAQMD; no subsequent extension may be granted for this purpose; and
- Any change in the permanent due date that results in additional time to submit a registration will be considered an extension of time and shall be subject to an extension filing fee.

2. Change of Ownership

In the case of ownership mergers, or change of ownership, the new owner must notify SCAQMD of this change within 30 days of the new ownership. The ~~District will then send a notification letter to the new employer, and 90 days from receipt of the letter, the employer must submit a registration or Employee Commute Reduction Program to the AQMD which adheres to~~ new owner must comply with all provisions of Rule 2202 and Guidelines ~~for the option~~ within 90 days of the change of ownership. The new owner(s) may choose to submit a ~~new management commitment~~ letter, instead of a new registration ~~or program~~, which states they will continue to implement the registration or program last approved by the SCAQMD.

3. Relocation

Any employer relocating to a new worksite must notify the SCAQMD within 30 days of the relocation. Relocations fall into two categories and are explained below:

- Employers relocating within two miles of the previous worksite address may elect to continue to implement the most recently approved registration ~~or program~~. Or, the company may elect to submit a new registration or program. The employer must inform SCAQMD of the preference in the notification of relocation letter. ~~If no preference is made in the letter, the company will automatically be sent an official notification package and will be required to submit a new registration or program within 90 days of receipt of the notification package~~.
- Employers relocating more than two miles from the previous worksite are required to submit a new registration ~~or program~~. The employer must submit the new registration or program within 90 days of the relocation ~~from receipt of the notification package from AQMD~~.

4. Registration Disapproval Appeals

The SCAQMD has 90 days to review the resubmitted registration. If the employer believes that the program meets the requirements of Rule 2202 and the Guidelines, and that the registration was improperly disapproved, the employer may appeal the disapproval to the SCAQMD Hearing Board. A petition for appeal of disapproval must be made within ~~10~~ 30 calendar days after the employer receives the notice of disapproval.

5. Delay Registration Review Requests

If an employer, employee, employee representative or employee organization requests a delay in action of registration review, the request must be in writing to the SCAQMD within 10 days of registration submittal and cannot delay the period of time to exceed the 90th day after submittal.

6. Police, Sheriff, and Federal Field Agents

Police, Sheriff, and Federal Field Agents shall be included in the employee count for rule applicability but are not required to be included in the number of employees in the peak window and may be excluded from ridership surveys. Surveying only part of this group is not acceptable.

Federal Field Agents are employees who are employed by any federal agency whose main responsibility is national security and performs field enforcement and/or investigative functions. Examples of Federal Field Agents included, but are not limited to, field employees of Federal Bureau of Investigation (FBI), Customs and Border Protection or US Coast Guard.

H. Program Updates

Guideline Updates

On a periodic basis, the Executive Officer shall review and amend these guidelines to ensure accuracy and to be consistent with SCAQMD and California Air Resources Board (CARB) policies and procedures for mobile source emission reductions. The guideline updates will be done in consultation with the regulated community and the SCAQMD Mobile Source Committee. The guidelines become effective 90 days after they are updated.

Emission Factors Updates

The emission factors found in Tables V-1, V-2, V-3, and V-4 will be updated 90 days from EPA's final approval for use of the California Air Resources Board (CARB) approved on-road mobile source emission factor (EMFAC) model in accordance with subdivision (n) of the Rule.

V. EMISSION FACTORS

(R2202, subdivisions (e), (g) and (n))

Emission Reduction Target (ERT) is the annual VOC, NOx, and CO emissions required to be reduced by each worksite based on the number of employees reporting to work during the peak window and the appropriate Performance Target Zone in accordance with Rule 2202. The ERT for each pollutant, for each worksite may be calculated by using the following appropriate emission factors based on CARB approved EMFAC 2002 emission inventory model, version 2.2, April 23, 2003.

A. Employee Emission Reduction Factors

Table V-1: Performance Target Zone-1 (pounds per year per employee)

Emission Year	VOC	NOx	CO
2003	5.14	5.68	53.86
2004	4.67	5.11	49.14
2005	4.20	4.53	44.41
2006	3.82	4.14	40.95
2007	3.48	3.70	36.99
2008	3.17	3.36	33.84
2009	2.90	3.06	31.02
2010	2.62	2.75	28.21

Table V-2: Performance Target Zone-1 (pounds per year per employee)

Emission Year	VOC	NOx	CO
2003	4.00	4.42	41.89
2004	3.63	3.97	38.22
2005	3.27	3.52	34.54
2006	2.97	3.22	31.87
2007	2.70	2.88	28.77
2008	2.46	2.61	26.32
2009	2.25	2.38	24.13
2010	2.04	2.14	21.94

Table V-3: Performance Target Zone-1
(pounds per year per employee)

Emission Year	VOC	NOx	CO
2003	2.77	3.06	29.00
2004	2.51	2.75	26.46
2005	2.26	2.44	23.91
2006	2.06	2.23	22.05
2007	1.87	1.99	19.92
2008	1.71	1.81	18.22
2009	1.56	1.65	16.71
2010	1.41	1.48	15.19

B. Emission Factors for Vehicle Trip Emission Credit (VTEC)

Table V-4: VTEC Emission Factors
(lbs per year per daily commute vehicle).

Emission Year	VOC	NOx	CO
2003	12	13	122
2004	11	12	112
2005	10	10	101
2006	9	9	93
2007	8	8	84
2008	7	8	77
2009	7	7	71
2010	6	6	64

Table V-4 shows the annual emissions factors for VOC, NOx, and CO (pounds/year per daily commute vehicle). In calculating VTECs for Commute Trip Reductions, employers may also utilize data obtained by one of the following methods:

(a) Default data based on the weighted average of the average vehicle ridership survey data of the previous three years;

(b) Data obtained by conducting an average vehicle ridership survey in accordance with Rule 2202 - Commute Reduction Program Guidelines; or

(c) Data obtained by an equivalent methodology approved by the Executive Officer.

~~***-- NOTE --***~~

~~*The Appendices to the guidelines contain the full technical derivations for the formulas and methodologies used and defined by Rule 2202. Most employers will not need to refer to the Appendices. However, the Appendices can provide a better understanding of the basis for Emission Reduction determinations, and also would be used by companies and consultants who may wish to seek funding under the Air Quality Investment option.*~~

~~*[This page intentionally left blank]*~~

V. APPENDIX A

A. Emission Reduction Target (ERT)

Emission Reduction Target (ERT) is the annual VOC, NOx, and CO emissions required to be reduced by each worksite based on the number of employees reporting to work during the peak window and the appropriate Performance Target Zone in accordance with Rule 2202. The ERT for each pollutant, for each worksite may be calculated by using the following equation and appropriate commute emission factors from Tables V-1, 2, or 3.

$$ERT_{(e)} = \left[\left[Employees\right] \times \left[EERF\right]_{(e)}\right] - \left[VTEC\right]$$

where

$ERT_{(e)}$ = Emission Reduction Target for Emittent (e)

(e) = Emittent (NOx, VOC, CO)

Employees = Average daily number of employees reporting to work in the Peak Window of Monday through Friday between the hours of 6:00 a.m. and 10 a.m.

$EERF_{(e)}$ = Employee Emission Reduction Factor for Emittent (e) determined by year of registration submittal and the worksite Performance Target Zone per Tables V-1, 2, or 3.

Emission Year	VOC	NOx	CO
2000	5.73	4.83	45.35
2001	5.22	4.42	42.27
2002	4.81	4.01	39.19
2003	4.40	4.01	36.12
2004	3.99	3.50	33.04
2005	3.48	3.50	29.96
2006	3.48	3.08	28.22
2007	3.07	3.08	26.88
2008	2.66	3.08	25.55
2009	2.66	2.67	23.80
2010	2.15	2.67	22.47

Table V-1: Employee Emission Reduction Factor: Performance Target Zone 1.

Emission Year	VOC	NOx	CO
2000	4.40	3.80	35.19
2001	4.10	3.39	32.83
2002	3.79	3.08	30.37
2003	3.38	3.08	28.01
2004	3.07	2.78	25.65
2005	2.76	2.78	23.19
2006	2.76	2.36	21.85
2007	2.36	2.36	20.83
2008	2.05	2.36	19.80
2009	2.05	2.06	18.47
2010	1.74	2.06	17.44

Table V-2: Employee Emission Reduction Factor: Performance Target Zone 2.

Emission Year	VOC	NOx	CO
2000	3.07	2.57	24.42
2001	2.87	2.36	22.78
2002	2.56	2.16	21.03
2003	2.36	2.16	19.39
2004	2.15	1.85	17.75
2005	1.84	1.85	16.11
2006	1.84	1.64	15.18
2007	1.64	1.64	14.47
2008	1.43	1.64	13.75
2009	1.43	1.44	12.83
2010	1.23	1.44	12.11

Table V-3: Employee Emission Reduction Factor: Performance Target Zone 3.

B. Vehicle Trip Emission Credit (VTEC)

Vehicle Trip Emission Credits (VTEC) for various options are listed below:

For Peak Commute Trip Reductions

$$VTEC = \left[\frac{\text{Creditable Commute}}{\text{Vehicle Reductions (CCVR}}\right] \times \left[\frac{\text{Emission Factor (EF)}}{\text{lbs/year}}\right]$$

where

CCVR = The daily average of total commute vehicle reductions that are real, surplus, and quantifiable.

EF = Emission Factor

Other Work- Related Trip Reductions

$$VTEC = \left[\frac{\text{Creditable Trip Reductions (CTR)}}{\text{CF}}\right] \times \left[\frac{\text{Emission Factor (EF)}}{\text{lbs/year}}\right]$$

where

CTR = The daily average of total one-way trip reductions that are real, surplus, and quantifiable. A round trip is considered to be two one-way trips.

CF = 2.0 for A.M. Peak Window

2.3 for Other Trips

EF = Emission Factor of each Emittent (Table V-4)

C. Emissions Calculation Data

Emission Factor

Table V-4 shows the annual emissions factors for VOC, NOx, and CO (pounds/year per daily commute vehicle).

In calculating VTECs for Commute Trip Reductions, employers may utilize data obtained by one of the following methods:

(a) Default data based on the weighted average of the average vehicle ridership survey data of the previous three years; or

(b) Data obtained by conducting an average vehicle ridership survey in accordance with Rule 2202 - Commute Reduction Program Guidelines; or

(c) Data obtained by an equivalent methodology approved by the Executive Officer.

Emission Year	VOC	NOx	CO
2000	13	11	103
2001	12	10	96
2002	11	9	89
2003	10	9	82
2004	9	8	75
2005	8	8	68
2006	8	7	64
2007	7	7	61
2008	6	7	58
2009	6	6	54
2010	5	6	51

Table V-4: Emission Factors (lbs per year per daily commute vehicle).

Trips per Vehicle Adjustment Factor

The trip per vehicle adjustment factor, for the purposes of Rule 2202 is equal to 2.0 trips per daily commute vehicle. This factor accounts for the trip to work and the return trip home.

Adjustment Factor

Due to the differences in emission rates due to travel demand and vehicle speeds, trip reductions are subject to a trip adjustment factor of 1.15 for trips reduced outside of the a.m. peak period.

Conversion Factor

Rule 2202 combines the trips per vehicle adjustment factor (TPV) with the adjustment factor to meet a standardized trip (ADJ(CTR)) and presents the product of the two variables as an overall conversion factor (CF), as follows:

CF = TPV x ADJ (CTR)

Therefore, with a TPV equal to 2.0 and an ADJ of 1.0 for a.m. peak period trips and 1.15 for other trips, the conversion factor is equal to:

CF = 2.0 x 1.0
2.0 (for a.m. peak window trips)
CF = 2.0 x 1.15
= 2.30 (trips outside the a.m. peak window)

~~*D. Emission Credits From Old-Vehicle Scrapping*~~

~~An old-vehicle scrapping program implemented in accordance with Rule 1610 - Old-Vehicle Scrapping will result in the generation of MSERCs. Employers can apply/use MSERCs obtained from an old-vehicle scrapping program towards demonstrating compliance with their ERTs. The old-vehicle scrapping may result in different relative emission reductions of VOC, NOx and CO compared to work commute trips. Employers that implement old-vehicle scrapping and end up with surplus emission reductions with respect to some of the pollutants can bank these credits and use them towards their future ERT, or trade them to other employers. Alternatively, employers that have a shortfall in meeting their ERTs can purchase surplus MSERCs from other employers. MSERCs shall be valid in accordance with the limitations as set forth in Rule 1610.~~

~~Emission credits may also be obtained from MSERCs generated under Rule 1612 (Clean On-Road Vehicles), Rule 1620 (Clean Off-Road Mobile Equipment) and other mobile source offset programs specified in Regulation XVI. Other sources of emission credits include Regulation XIII and Regulation XXV.~~

VI. APPENDIX B

A. Emission Generation

Motor vehicles are responsible for the generation of VOC, NOx, and CO emissions. These pollutants are linked to either the combustion process of the engine or to the evaporation of the motor fuel from the storage and delivery system. These processes can be further categorized into different operating modes of the vehicle. Combustion emissions are usually higher during start-up, and are even higher during "cold" starts, since the vehicle's emission control device operates more efficiently at elevated temperatures. In addition, since the rate of evaporation increases at higher temperatures, more emissions result during the "hot soak" period following a trip. Table VI-1 below lists the vehicle trip generated emission sources.

VOC	NOx	CO
Cold/Hot Start Ignition	Cold/Hot Start Ignition	Cold/Hot Start Ignition
Running Exhaust	Running Exhaust	Running Exhaust
Hot Soak Evaporation		
Running Losses		
Resting Losses		
Diurnal Evaporation		

Table VI-1: Vehicle Trip Generated Emission Sources.

B. EMFAC and BURDEN Models

AQMD relies on the California Air Resources Board (ARB) EMFAC computer model to produce emission factors which are then used as input into ARB's BURDEN computer program to generate emissions inventories. The emissions inventories can then be categorized, for reduction quantification purposes, into a trip component, and a vehicle miles traveled (VMT) component.

Trip Component

The emission sources categorized as a trip component include the start ignition emissions, and the hot soak evaporation emissions. Emissions from these sources are therefore represented as pounds (grams) per trip.

VMT Component

The emission sources categorized as VMT components include the running exhaust, and running loss emissions. Emissions from these sources are represented as pounds (grams) per VMT.

Resting and Diurnal Evaporation

The remaining emissions are not attributed to trip reduction programs; resting and diurnal evaporation occurs at a rate independent from the vehicle's trip VMT rate.

C. Daily Commute Vehicle Emission Factor

Assumptions

The calculation of daily commute vehicle emission factors rely on the following assumptions:

1. The trip generation rate assigned to daily commute vehicles, for the purposes of Rule 2202, is 2.0 trips per daily commute vehicle.

2. The regional emission generation rates, daily trip, daily VMT, and other parameters, as determined by the ARB BURDEN and EMFAC computer models, are accurate and representative for the years, 1995, 2000, and 2010.

3. The parameters generated by BURDEN are accurately represented by linear interpolation for the intermediate years between 1995 and 2010.

4. The average work-trip length, according to the Commuter Transportation Services 1993 State of the Commute, is accurate and representative, and equal to 15 miles.

5. Reactive organic gas emissions from diurnal and resting loss evaporation are constant and independent from the vehicle trip VMT rate.

6. Commuting vehicles operate primarily in cold start mode.

7. The number of annual operating days for commute vehicles equal to 260 days per year, as presented in the ARB draft document, An Emissions Formula for Employer-Based Trip Reductions (January 1995), is accurate and representative.

8. The ARB BURDEN model produces emissions inventories corresponding to six time periods. Two of these correspond to the morning and afternoon peak commute periods (i.e., 6 a.m. - 9 a.m. and 3 p.m. - 6 p.m.). These two period-specific emission inventories, with corresponding VMT, were used to develop grams per miles emission rates.

9. Trip end emissions are based on overall South Coast Air Basin Inventories.

10. Annual average emission factors were determined based on ARB BURDEN ozone planning and CO planning inventories, based on the following weighted average: (7/12 x ozone planning inventory) + (5/12 x CO planning inventory).

Methodology

Annual emissions per daily commute vehicle are therefore, for each pollutant and year:

$$\text{Emission Factor} = 2.0\ \text{TPV} \times \left[\left[\frac{\text{Emissions per}}{\text{Vehicle Trip}}\right] + \left[\frac{\text{Emissions}}{\text{per VMT}}\right] \times 16\ \text{miles/trip}\right] \times 260\ \text{dpy}$$

Where TPV = Trips per Daily Vehicle
dpy = Days per Year

D. **Emission Factor Data**

Tables V-1, 2, 3 and 4 were developed based on the ARB BURDEN model output. These values were used to derive the daily commute vehicle emission factor. The calculated emission factor represents emissions from light-duty vehicles (LDV), which are considered to be passenger cars and light duty trucks, since both are used for work commute purposes.

YEAR	TYPE	RUNNING EXHAUST (grams/mi)	COLD START EXHAUST (grams/trip)	RUNNING LOSS (grams/mi)	HOT SOAK (grams/trip)
1995	LDV	0.535	5.179	0.338	0.955
2000	LDV	0.258	3.46	0.256	0.53
2005	LDV	0.142	1.975	0.186	0.349
2010	LDV	0.103	0.600	0.117	0.234

Table VI-2: VOC Mobile Source Emission Factors.

START YEAR	TYPE	RUNNING EXHAUST (grams/mi)	COLD START EXHAUST (grams/trip)
1995	LDV	0.712	2.762
2000	LDV	.485	1.973
2005	LDV	.353	1.514
2010	LDV	.268	1.225

Table VI-3: NOx Mobile Source Emission Factors.

YEAR	TYPE	RUNNING EXHAUST	COLD START EXHAUST
		(grams/mi)	(grams/trip)

1995	LDV	6.566	54.484
2000	LDV	3.214	41.484
2005	LDV	2.326	24.081
2010	LDV	1.921	15.781

Table VI-4: CO Mobile Source Emission Factors.

VOC Emission Factor for Calendar Year 1995:

Trip End Component:

= (Cold Start Exhaust Emissions) + (Hot Soak Emissions)

= 5.179 grams/trip + 0.995 grams/trip = 6.174 grams/trip

VMT Component:

= [(Running Exhaust) + (Running Loss)] x trip length

= (0.535 grams/mile + 0.338 grams/mile) x 15 miles

= 13.100 grams/trip

VOC Emission Factor:

= 2.0 trips per vehicle/day x (6.174 + 13.100grams/trip) x 260 days/year

=22 lb/year per daily commute vehicle

Table V-4 lists the remaining daily commute vehicle emission factors.

The emission factors shown in Tables V-1, V-2, and V-3 may be modified to site specific emission factors reflecting vehicle age and trip length characteristics of the employee vehicle fleet.

~~VII.~~VI. GLOSSARY

1. ANNUAL REGISTRATION means an annual form submitted by an employer to the SCAQMD per paragraph (i)(1) of the Rule.
2. AREA SOURCE CREDITS (ASCs) AREA SOURCE CREDITS (ASCs) are emission reduction credits, issued pursuant to Regulation XXV - Intercredit Trading.

~~2.AVR DATA COLLECTION METHOD is a method for gathering employee commute mode data needed to calculate an employer's average vehicle ridership.~~

3. COMPRESSED WORK WEEK (CWW) applies to employees who as an alternative to completing basic work requirement in five eight-hour workdays in one week, or 10 eight-hour workdays in two weeks, are scheduled in a manner which reduces vehicle trips to the worksite. The recognized compressed work week schedules for this Rule are 36 hours in three days (3/36), 40 hours in four days (4/40), or 80 hours in nine days (9/80).
4. DISABLED EMPLOYEE means an individual with a physical impairment which prevents the employee from traveling to the worksite by means other than a single-occupant vehicle.
5. EMISSION REDUCTION CREDITS (ERCs) are emission reduction credits, issued pursuant to Regulation XIII - New Source Review.

~~5.~~6. EMPLOYEE COMMUTE REDUCTION PROGRAM means a triennial program or annual analysis under the Employee Commute Reduction Program option, submitted to the SCAQMD, in accordance with the companion guidelines.

~~6.~~7. EMPLOYEE is any person employed by a person(s), firm, business, educational institution, non-profit agency, or corporation, government or other entity. The term excludes seasonal employees; temporary employees; volunteers; field personnel; field construction workers; and independent contractors.

8. FEDERAL FIELD AGENT means any employee who is employed by any federal entity whose main responsibility is National Security and performs field enforcement and/or investigative functions. This does not include employees in non-field or non-investigative functions.

~~7.~~9. FIELD CONSTRUCTION WORKER means an employee who reports directly to work at a construction site.

~~8.~~10. FIELD PERSONNEL means employees who spend 20% or less of their work time, per week, at the worksite and who do not report to the worksite during the peak period for pick-up and dispatch of an employer-provided vehicle.

~~9.~~11. HOLIDAYS are those days designated as National and State Holidays that shall not be included in the survey period.

~~10.~~12. INDEPENDENT CONTRACTOR means an individual who enters into a direct written contract or agreement with an employer to perform certain services and is not on the employer's payroll.

13. INTER-POLLUTANT CREDITING means the use of emission reduction credits of one type of pollutant that may be used in lieu of another type of pollutant.

~~11.~~14. LOW-INCOME EMPLOYEE means an individual whose salary is equal to, or less than, the current individual income level set in the California Code of Regulations, Title 25, Section 6932, as lower income for the county in which the employer is based. Higher income employees may be considered to be "low-income" if the employees demonstrate that the program strategy would create a substantial economic burden.

~~12.~~15. PART-TIME EMPLOYEE means any employee who reports to a worksite on a part-time basis fewer than 32 hours per week, but more than four hours per week. These employees shall be included in the employee count for purposes of Rule applicability; and for emission reduction calculations of the employer provided the employees report to the worksite during the Peak Commute Window.

~~13.~~16. PEAK COMMUTE WINDOW is the period of time, Monday through Friday between the hours of 6:00 a.m. and 10:00 a.m.

~~14.~~17. PERFORMANCE TARGET ZONE for each worksite is determined by its geographic location within the geographic boundaries as described in Attachment I of Rule 2202.

~~15.~~18. POLICE/SHERIFF means any employee who is certified as a law enforcement officer and is employed by any state, county or city entity. Such employees are only police officers and sheriffs who perform field enforcement and/or any investigative functions. This would not include employees in non-field or non-investigative functions. ~~These employees shall be included in the employee count for Rule applicability but are not required to be included in the number of employees in the peak window and may therefore, be exempted from the average vehicle ridership (AVR) survey. Those worksites electing to exclude such employees from the AVR survey and calculation must provide the basic ridesharing support strategies including but not limited to ridematching and transit information for all employees as well as preferential parking and guaranteed return trips for said employees who are ridesharing.~~

~~16.~~19. SEASONAL EMPLOYEE means a person who is employed for less than a continuous 90-day period or an agricultural employee who is employed for up to a continuous 16-week period.

20. SHORT TERM EMISSION REDUCTION CREDITS (STERCs) are emission reduction credits, issued pursuant to Regulation XIII - New Source Review.

~~17.~~21. STUDENT WORKERS are students who are enrolled and gainfully employed (on the payroll) by an educational institution. Student workers who work more than four hours per week are counted for Rule applicability and if they report to work during the 6:00 a.m. - 10:00 a.m. window are counted for emission reduction calculations.

~~18.~~22. TELECOMMUTING means working at home, off-site, or at a telecommuting center, for a full workday that eliminates the trip to work or reduces travel distance by more than 50%.

~~19.~~23. TEMPORARY EMPLOYEE means any person employed by an employment service or agency that reports to a worksite other than the employment agency's worksite, under a contractual arrangement with a temporary employer. Temporary employees are only counted as employees of the temporary agency for purposes of Rule applicability.

~~20.~~24. TRANSPORTATION MANAGEMENT ASSOCIATION OR TRANSPORTATION MANAGEMENT ORGANIZATION (TMA/TMO) means a private/non-profit association that has a financial dues structure joined together in a legal agreement for the purpose of achieving mobility and air quality goals and objectives within a designated area.

25. VOLUNTEER means any person who reports to a worksite and is not on the payroll of that employer.

~~21.~~26. WORKSITE EMPLOYEE THRESHOLD means 250 employees employed at a single worksite for the prior consecutive six-month period calculated as a monthly average and 33 or more employees scheduled to report to work during the Peak Commute Window any one day during the prior consecutive 90 days.